

COMMONWEALTH OF VIRGINIA
WORKFORCE INVESTMENT ACT
VIRGINIA EMPLOYMENT COMMISSION

FIELD GUIDANCE MEMORANDUM #05-04

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA DIVISION

SUBJECT: TIMELY DATA ENTRY

DATE: APRIL 4, 2005

NOTE: *This Field Guidance Memorandum (FGM) replaces FGM 03-05.*

The U.S. Department of Labor's Employment and Training Administration has established a quarterly reporting schedule. Information presented in these reports needs to reflect the most current picture of Workforce Investment Act (WIA) programs. An Annual Report, which is a summary of the activities of each state and its local workforce areas, is required. The Annual Report includes a number of tables with performance information on a variety of programmatic elements and is due on **October 1, 2005**. The Workforce Investment Act Standard Record Data (WIASRD) for PY2004 is due on **October 15, 2005**. These reports, and others, depend on timely and accurate data.

Delays in data entry adversely affect the quarterly performance of the state and the local workforce areas and result in inaccurate quarterly reports. The participant customer satisfaction survey is adversely impacted by late data entry of exiter information. If the quarterly sample is drawn and all exiters have not been entered, the total eligible for the sample is understated. Exiter information is extracted from VWN on a quarterly basis for the quarter just ended and forwarded to the Virginia Commonwealth University Survey Research and Evaluation Laboratory. The survey sampling is based on the exiters entered into VWN; exiters not entered into VWN within the quarter of exit will not be included in the survey.

To address the impact of delayed data entry, the following requirements have been developed:

- **All transactions must be entered within five (5) working days from completion.** For example, once the customer has been registered (eligibility determined) the data must be entered within five working days.
- **Information for the quarterly reports will be extracted from VWN, two (2) days before the quarterly submission date.**
- **All supplemental data must be submitted no later than five (5) days prior to the submission of the quarterly report.**

The WIA Division will provide preliminary quarterly reports on a monthly basis leading up to the submission of the *actual* quarterly report (ETA9090) to USDOL. Data inquiries concerning the preliminary quarterly report should be submitted to the WIA Division as soon as the LWIA has completed a review of the results of the preliminary reports.

The ETA 9090 (Workforce Investment Act Quarterly Summary Report) is to be submitted by the following dates:

- 1st Quarter – July 1 to September 30 – due November 15
- 2nd Quarter – July 1 to December 31 – due February 14
- 3rd Quarter – July 1 to March 31 – due May 13
- 4th Quarter – July 1 to June 30 – due August 15

The quarterly report (ETA 9090) includes the following data elements:

- Total Participants - for adults, dislocated workers, older youth and younger youth.
- Total Exiters - for adults, dislocated workers, older youth and younger youth.
- Customer Satisfaction Survey Information – Participants and Employers
- Performance Measures – the remaining fifteen performance measures.

Table A – Reporting Item –PY 2004 Reporting Cycle

REPORTING ITEMS	PERIOD OVER WHICH TO CUMULATE	REPORT QUARTER (DUE DATE)			
		July-Sep. (11/14)	Oct.-Dec. (2/14)	Jan.-Mar. (5/13)	Apr.-Jun. (8/15)
Total Participants	July 1, 2004 – June 30, 2005	July 1, 2004 – Sept. 30, 2004	July 1, 2004 – Dec. 31, 2004	July 1, 2004 – Mar. 31, 2005	July 1, 2004 – June 30, 2005
Total Exiters	Apr. 1, 2004 – Mar. 31, 2005	Apr. 1, 2004 – June 30, 2004	Apr. 1, 2004 – Sept. 30, 2004	Apr. 1, 2004 – Dec. 31, 2004	Apr. 1, 2004 – Mar. 31, 2005
Employer Customer Satisfaction	Jan. 1, 2004 – Dec. 31, 2004	Jan. 1, 2004 – Mar. 31, 2004	Jan. 1, 2004 – June 30, 2004	Jan. 1, 2004 – Sept. 30, 2004	Jan. 1, 2004 – Dec. 31, 2004
Participant Customer Satisfaction	Jan. 1, 2004 – Dec. 31, 2004	Jan. 1, 2004 – Mar. 31, 2004	Jan. 1, 2004 – June 30, 2004	Jan. 1, 2004 – Sept. 30, 2004	Jan. 1, 2004 – Dec. 31, 2004
Youth Diploma or Equivalent Rate	Apr. 1, 2004 – Mar. 31, 2005	Apr. 1, 2004 – June 30, 2004	Apr. 1, 2004 – Sept. 30, 2004	Apr. 1, 2004 – Dec. 31, 2004	Apr. 1, 2004 – Mar. 31, 2005
Skill Attainment Rate	Apr. 1, 2004 – Mar. 31, 2005	Apr. 1, 2004 – June 30, 2004	Apr. 1, 2004 – Sept. 30, 2004	Apr. 1, 2004 – Dec. 31, 2004	Apr. 1, 2004 – Mar. 31, 2005
Entered Employment Rate	Oct. 1, 2003 – Sept. 30, 2004	Oct. 1, 2003 – Dec. 31, 2003	Oct. 1, 2003 – Mar. 31, 2004	Oct. 1, 2003 – June 30, 2004	Oct. 1, 2003 – Sept. 30, 2004
Credential & Employment (Adults/Dislocated Workers) or Credential Rates (Older Youth)	Oct. 1, 2003 – Sept. 30, 2004	Oct. 1, 2003 – Dec. 31, 2003	Oct. 1, 2003 – Mar. 31, 2004	Oct. 1, 2003 – June 30, 2004	Oct. 1, 2003 – Sept. 30, 2004
Six Months – Retention Rate	Apr. 1, 2003 – Mar. 31, 2004	Apr. 1, 2003 – June 30, 2003	Apr. 1, 2003 – Sept. 30, 2003	Apr. 1, 2003 – Dec. 31, 2003	Apr. 1, 2003 – Mar. 31, 2004
Six Months-Earnings Change Or Earnings Replacement	Apr. 1, 2003 – Mar. 31, 2004	Apr. 1, 2003 – June 30, 2003	Apr. 1, 2003 – Sept. 30, 2003	Apr. 1, 2003 – Dec. 31, 2003	Apr. 1, 2003 – Mar. 31, 2004
Younger Youth Retention Rate	Apr. 1, 2003 – Mar. 31, 2004	Apr. 1, 2003 – June 30, 2003	Apr. 1, 2003 – Sept. 30, 2003	Apr. 1, 2003 – Dec. 31, 2003	Apr. 1, 2003 – Mar. 31, 2004

Adult Performance Measures

Adult Entered Employment Rate – *Of those who are not employed at registration:*

Number of adults who have entered employment by the end of the first quarter after exit divided by the number of adults who exit during the quarter.

Adult Employment Retention Rate at Six Months – *Of those who are employed in the first quarter after exit:* Number of adults who are employed in the third quarter after exit divided by the number of adults who exit during the quarter.

Adult Average Earnings Change in Six Months – *Of those who are employed in the first quarter after exit:* Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of adults who exit during the quarter.

Employment and Credential Rate - *Of those who received training services:*

The number of adults who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of adults who exited services during the quarter.

Dislocated Worker Measures

Dislocated Worker Entered Employment Rate - Number of dislocated workers who have entered employment by the end of the first quarter after exit divided by the number of dislocated workers who exit during the quarter.

Dislocated Worker Employment Retention Rate at Six Months – *Of those who are employed in the first quarter after exit:* Number of dislocated workers who are employed in the third quarter after exit divided by the number of dislocated workers who exit during the quarter.

Dislocated Worker Earnings Replacement Rate in Six Months - *Of those who are employed in the first quarter after exit:* Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) divided by the pre-dislocation earnings (earnings in quarter 2 + quarter 3 prior to dislocation).

Dislocated Worker Employment and Credential Rate – *Of dislocated workers who received training services:* Number of dislocated who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of dislocated workers who exited services during the quarter.

Older Youth (Age 19 – 21) Measures

Older Youth Entered Employment Rate – *Of those not employed at registration and who are not enrolled in post-secondary education or advanced training in the first quarter after exit:* Number of older youth who have entered employment by the end of the first quarter after exit divided by the number of youth who exit during the quarter.

Older Youth Employment Retention Rate at Six Months – *Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education, or advanced training in the third quarter after exit:* Number of older youth who are employed in third quarter after exit divided by the number of older youth who exit during the quarter.

Older Youth Average Earnings Change in Six Months – *Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit:* Total post-program earnings (earnings in quarter 2 + quarter 3 after exit)

minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exit during the quarter.

Older Youth Credential Rate - Number of older youth who are in employment, post-secondary education, or advanced training in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of older youth who exit during the quarter.

Younger Youth (Age 14-18) Measures

Younger Youth Skill Attainment Rate – *Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:* Total number of basic skills goals attained by younger youth plus the number of work readiness skills attained by younger youth plus the number of occupational skills attained by younger youth divided by the total number of basic skills goals plus the number of work readiness skills goals plus the number of occupational goals set.

Younger Youth Diploma or Equivalent Attainment – *Of those who register without a diploma or equivalent:* Number of youth who attained secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit).

Younger Youth Retention Rate - Number of younger youth found in one of the following categories following exit: (Post-secondary education, Advanced Training, Employment, Military Service and Qualified Apprenticeships) divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit).

Customer Satisfaction Measures (Applies to all funding streams)

Participant Satisfaction – The weighted average of participant ratings on each of three questions regarding overall satisfaction are reported on a 0 – 100-point scale. The score is a weighted average, not a percentage. Participants should be contacted within 60 days of the exit date or the date that an exit date has been determined. This means either 60 days after the date of an exit interview or 60 days after the 90 days have elapsed since the last service date.

Employer Satisfaction - The weighted average of employer ratings on each of the three questions regarding overall satisfaction are reported on a 0 – 100-point scale. The score is a weighted average, not a percentage. Those eligible for surveying include employers, who have received service where the service has been completed or, if it is an ongoing service, when a full segment of service has been provided (e.g., after listing an open job order, the employer has received some referrals or if no service, 30 days have lapsed after the initial request). All employers who have received a substantial service involving personal contact with One-Stop staff are eligible to be chosen for inclusion in the random sample (this excludes those employers who request a brochure or standard mailing, those who ask a question that is answered with little expenditure of staff time, or those who use electronic self-services).

For purposes of the measures, the following chart shows the relationship between exit date and when a record will be counted in the measures.

3rd Qtr. Prior to Registration	2nd Qtr. Prior to Registration	Exit Quarter	1st Qtr. After Exit	2nd Qtr. After Exit	3rd Qtr. After Exit
1/1 to 3/31	4/1 to 6/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30
4/1 to 6/30	7/1 to 9/30	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31
7/1 to 9/30	10/1 to 12/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31	1/1 to 3/31
10/1 to 12/31	1/1 to 3/31	7/1 to 9/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30
1/1 to 3/31	4/1 to 6/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30
4/1 to 6/30	7/1 to 9/30	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31
7/1 to 9/30	10/1 to 12/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31	1/1 to 3/31

The “exit quarter” is the basis for the performance measures calculations. It is this point when the time line associated with each of the measures is based. For the credential measures (adults, dislocated workers and older youth) and the younger youth high school diploma or equivalent rate, the credential attainment or diploma or equivalent attainment can occur while the customer is still active in WIA.

The following items must be complete prior to the submission of the WIASRD and the PY 2004 Annual Report.

Item #	Item Description	PY 2004 should be completed for all individuals who exit on or before:
345	Received follow-up services for 12 months	June 30, 2004
601	Employed in 1 st quarter after exit	September 30, 2004
602	Source of Supplemental Data, quarter after exit quarter	September 30, 2004
603	Occupational Code	September 30, 2004
604	Occupational Code Type	September 30, 2004
605	Entered training-related employment	September 30, 2004
606	Method used to determine training-related employment	September 30, 2004
607	Entered non-traditional employment	September 30, 2004
608	Employed in third quarter after exit	March 31, 2004
609	Source of Supplemental Data, third quarter after exit quarter	March 31, 2004
610	Employed in fifth quarter after exit	September 30, 2003
611	Source of supplemental data, fifth quarter after exit	September 30, 2003
612	Total earnings from wage records for the 3 rd quarter prior to registration	March 31, 2004

Item #	Item Description	PY 2004 should be completed for all individuals who exit on or before:
613	Total earnings from wage records for the 3 rd quarter prior to dislocation	March 31, 2004
614	Total earnings from wage records for the 2 nd quarter prior to registration	March 31, 2004
615	Total earnings from wage records for the 2 nd quarter prior to dislocation	March 31, 2004
616	Total earnings from wage records for the 1 st quarter following the exit quarter	September 30, 2004
617	Total earnings from wage records for the 2 nd quarter following the exit quarter	March 31, 2004
618	Total earnings from wage records for the 3 rd quarter following the exit quarter	March 31, 2004
619	Total earnings from wage records for the 4 th quarter following the exit quarter	September 30, 2003
620	Total earnings from wage records for the 5 th quarter following the exit quarter	September 30, 2003
621	Type of recognized educational/occupational certificate/credential/diploma/degree attained	September 30, 2004
623	Other reasons for exit (Deceased/health/medical/institutionalized/reservists)	March 31, 2005
623	In postsecondary education or advanced training in quarter after exit	September 30, 2004
624	In postsecondary education or advanced training in quarter after exit	March 31, 2004
625 to 672	Younger Youth Goal Information – Skill Attainment	March 31, 2005
673	Attained Secondary School Diploma	March 31, 2005
674	Date of high school diploma or GED attainment	March 31, 2005
675	Youth placement information	September 30, 2004
676	Youth retention information	March 31, 2004

Note: Items not included in the table should be complete for all exiters included in the WIASRD.